

Board of Appeals and Review

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$242,289	\$276,576	14.2

The mission of the Board of Appeals and Review (BAR) is to hear citizen complaints from adverse decisions concerning license revocations and civil infractions from the Department of Consumer and Regulatory Affairs, litter violations from the Department of Public Works, program reimbursements and provider agreements from the Department of Health, and security guard license and private detective agency license denials from the Metropolitan Police Department.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Schedule all appeals within 30 days after issuance of the agency case file.
- Maintain the percentage of appeals scheduled for hearings 30 days after filing at 95 percent.
- Render all final decisions 30 days after issuance of the hearing transcript.

Did you know...

Percent of appeals scheduled for hearing 30 days after filing in FY 2001	95
Percent of appeal decisions issued 30 days after hearing transcript in FY 2001	95
Number of people served in FY 2001	872

Where the Money Comes From

Table DK0-1 shows the source(s) of funding levels for the Board of Appeals and Review.

Table DK0-1

FY 2003 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change From FY 2002
Local	240	240	242	277	34
Gross Funds	240	240	242	277	34

How the Money is Allocated

Tables DK0-2 and 3 show the FY 2003 proposed budget and FTEs for the agency at the Comptroller Source Group level (Object Class level).

Table DK0-2

FY 2003 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Regular Pay - Cont Full Time	118	105	128	154	26
Additional Gross Pay	1	3	0	0	0
Fringe Benefits - Curr Personnel	16	17	24	32	8
<i>Personal Services</i>	<i>135</i>	<i>125</i>	<i>152</i>	<i>186</i>	<i>34</i>
Supplies and Materials	8	11	6	6	0
Energy, Comm. and Bldg Rentals	13	6	7	7	0
Telephone, Telegraph, Telegram, Etc	2	12	12	15	3
Rentals - Land and Structures	0	0	7	0	-7
Janitorial Services	0	0	4	4	0
Security Services	0	0	5	5	1
Other Services and Charges	36	22	11	11	0
Contractual Services - Other	18	32	29	29	0
Equipment & Equipment Rental	28	32	10	13	3
<i>Non-personal Services</i>	<i>104</i>	<i>116</i>	<i>90</i>	<i>90</i>	<i>0</i>
Total Proposed Operating Budget	240	240	242	277	34

Table DK0-2

FY 2003 Full-Time Equivalent Employment Levels

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Continuing full time	3	2	3	3	0
Total FTEs	3	2	3	3	0

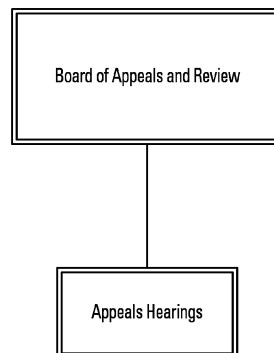
Local Funds

The proposed Local budget is \$276,576, an increase of \$34,287 or 14.2 percent over the FY 2002 approved budget of \$242,289. There are 3 FTEs funded by Local sources. This FTE level remains unchanged from FY 2002.

The significant changes over the FY 2002 approved budget are as follows:

- An increase of \$7,527 due to the pay increase approved in FY 2002.
- An increase of \$26,690 including \$19,690 in regular pay and \$7,000 in fringe benefits required to align current staffing salary levels with current grade increases.
- An increase of \$70 for fixed costs.

Figure DK0-1

Board of Appeals and Review**Programs**

The Board of Appeals and Reviews operates the following program consistent with its mission:

Appeal Hearings

The purpose of Appeal Hearings is to provide recourse when agency decisions are suspected to be in error. Sixteen board members, appointed by the Mayor, can sustain, reverse, or modify the original decision or remand the case for further consideration. BAR is also responsible for the timely processing of cases including coordinating

with other government agencies, attorneys, and litigants. All decisions rendered by the board are based upon testimony and documentary evidence introduced during hearings.

The key initiatives associated with Appeal Hearings are:

- Continue scheduling all appeals and render decisions within 30 days of filing and issuance of the hearing transcript.
- Continue the archival/storage database of all closed appeals.

Agency Goals and Performance Measures

Goal 1: Improve code enforcement and adjudication.

Citywide Strategic Priority Area: Making Government Work

Manager: Francine Howard James, Director

Supervisor: Joy A. Arnold, Deputy Chief of Staff for Community Affairs

Measure 1.1: Number of appeals filed

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	99	108	100	110	110
Actual	190	143	39	-	-

Note: FY 2002 actual figure is a year-to-date figure through January 7, 2002. FY03 target adjusted from 105 to 110 at request of agency (1/13/01).

Measure 1.2: Number of appeal decisions issued

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	75	82	100	90	100
Actual	91	266	26	-	-

Note: FY 2002 actual figure is a year-to-date figure through January 7, 2002. FY03 target adjusted from 105 to 90 at request of agency (1/13/01).

Measure 1.3: Percentage of appeals scheduled for hearing 30 days after filing

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	98	95	95	95	95
Actual	95	95	98	-	-

Note: FY 2002 actual figure is a year-to-date figure through January 7, 2002.

Measure 1.4: Percentage of appeal decisions issued 30 days after hearing transcript

	Fiscal Year				
	2000	2001	2002	2003	2004
Target	98	95	95	95	95
Actual	95	95	95	-	-

Note: FY 2002 actual figure is a year-to-date figure through January 7, 2002.